

**Annex 2 Supplier Response**

**For the supply of National Short-term Expert (NSTE) services within the context of the Zantchito Skills for Jobs Project- Technical Assistance Component implemented by the British Council**

**Expert name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(To be used on the Contract)**

**Expert) address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be used on the Contract)**

**Expert) Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(If Applicable)**

**Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide  **Expert)** Name and Contact details above.
2. Complete Part 1 (Expert’s Response) ensuring all answers are inserted in the space below each section of the British Council requirement / question. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
3. Complete Part 2 (Submission Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. The checklist must also be signed off by the individual expert.
4. Submit all mandatory documentation through zantchito1@britishcouncil.org

**Part 1 – Expert’s Response**

1.1 Responses will be scored according to the methodology as set out in Evaluation Criteria section of the tender document.

1.2 If the requirement is partially met, any additional detail provided will enable the British Council to make a fuller assessment on the capability to meet the requirement.

1.3 Please indicate if there is an additional cost implication in meeting a requirement, what this might be and if it has been included in the response to Annex 3 (Pricing Approach).

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|  | **Experience and Knowledge - 30%.** Please note, if you are selected for interview, your scores will be re-evaluated after interview. |
| **ID** | **%** | **Requirement** |
| **EK01** | **20** | Demonstrate your experience as an expert in conducting similar assignments involving drafting TVET policies, teacher training frameworks in Malawi or countries with a similar context. Reference to the relevant sectors and occupations as well as specific international development projects will be considered an advantage. Highlight your expertise according to the qualifications and experience outlined in the ToR (provide updated CV). |
|  | **Response:**  |

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| **EK02** | **10** | Highlight your experience of consulting with and engaging a wide range of TVET stakeholders and analysing complex situations to make clear practical recommendations that were acceptable to the said stakeholder groups and high-level decision-makers |
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|  |  **Response:**  |

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| **Methodology and Approach 25%** Please note, if you are selected for interview, your scores will be re-evaluated after interview. |
| **ID** | **%** | **Requirement** |
| **MA01** | **20** | Outline your understanding of the assignment and the proposed methodology you intend to adopt to ensure successful delivery. |
|  |  | **Response:**  |
|  | **5** | Outline the main challenges you may face in implementing this assignment and how you would overcome them. |
|  |  | **Response:** |

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| **Equality, Diversity & Inclusion (EDI) Compliance- 2.5%** |
| **ID** | **%** | **Requirement** |
| **EDI01** | **2.5%** | In conducting the assignment, demonstrate how you would comply with the EDI policy and supply chain sustainable practices of the British Council. **(*Please refer to our EDI policy here*** [***https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion***](https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion)***)***  |
| **Response:**  |

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| **Social value 2.5%** Please note, if you are selected for interview, your scores will be re-evaluated after interview. |
| **ID** | **%** | **Requirement** |
| **SV01** | **2.5** | Outline how the assignment will create equitable opportunities (especially for women and young people) for decent work and help new organisations to grow, supporting economic growth and business creation?  |
|  | **Response:**  |

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| **Commercial – [40%]** |
| **ID** | % | **Requirement** |
| **CO01** | **[40]** | Overall price: Please provide a detailed break-down by completing Annex 3 (Pricing Approach) |

**Part 2 – Submission Checklist**

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all of the mandatory requirements for this tender.

**Important Note:** Failure to provide all mandatory documentation may result in your submission being rejected.

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| **Submission Checklist** |
| **Document** | **Y / N** |
| 1. Confirm acceptance of the Annex 1 (Terms and Conditions), including any changes made via clarifications during the tender process. |  |
| 2. Completed tender response in Annex 2 (National Short Term Expert’s Response) and in accordance with the requirements of the RFP/ITT |  |
| 3. Completed pricing proposal in Annex 3 (Pricing Approach) |  |
| 4. This checklist signed by an authorised representative or the individual expert |  |
| 5. Appendix A to this checklist in relation to information considered by you to be confidential / commercially sensitive |  |

I confirm on behalf of the supplier submitting the documents set out in the above checklist that to the best of our knowledge and belief, having applied all reasonable diligence and care in the preparation of our responses, that the information contained within our responses is accurate and truthful.

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| **Expert Name:** |  |
| **Date:**  |  |
| **Signature:** |  |
| **Title:**  |  |

**Appendix A to Submission Checklist**

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| **Table of Information Designated by the Expert as Confidential and / or Commercially Sensitive** |
| ***This table only needs to be completed if any information inserted as part of your tender response and in any accompanying documents is deemed by you to be confidential and/or commercially sensitive. Please note that the Confidentiality and Information Governance provisions of the RFP/ITT apply to any information designated as confidential and/or commercially sensitive.*** |
| No | Section of tender response which the supplier wishes to designate as confidential and / or commercially sensitive | Reasons as to why supplier considers this information confidential and/or commercially sensitive and why it should be exempt from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 or other relevant laws | Length of time during which supplier thinks that such exemption should apply |
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